

# Office Volunteer Role Description

## VISION & PURPOSE

Open Doors wants to see Christians across the UK and Ireland standing in the GAP, giving, taking action and praying to support their persecuted family. We are looking for Office Volunteers who can get stuck in and help our campaigns run smoothly and provide hands-on support around the office. This practical role will help keep our UK and Ireland base running efficiently so we can do more to support our persecuted brothers and sisters worldwide.

## RESPONSIBILITIES & EXPECTATIONS

The role is varied and likely to involve:

- Assisting a variety of campaigns by checking through letters to the persecuted church that have been received from supporters
- Supporting the upkeep of the office by, for example, painting or fixing items as the need arises
- Gardening and the upkeep of the grounds
- Assisting with events at our office in West Oxfordshire
- Ad hoc administrative tasks to support campaigns or our day-to-day work.

## PERSON SPECIFICATION

- Passionate for God and the persecuted church
- Knowledge of, and enthusiasm for, the ministry of Open Doors
- Understands the importance of prayer
- Self-motivated to complete tasks
- Can travel regularly to the West Oxfordshire office
- Flexible with changing tasks and requirements
- Gardening or handy man skills desirable but not essential.

## ACCOUNTABILITY & RESOURCES

As an Office Volunteer, you will receive support and encouragement from the Facilities Manager at the Open Doors office in West Oxfordshire. They will ensure you have the knowledge and tools you need to undertake tasks and will help you complete a security awareness and facilities induction.